



Board of Directors Position Description

Purpose

To advise, govern, oversee policy and direction, and assist with leadership and promotion to support our organization's mission and needs.

Major Responsibilities

- Ensure compliance to our mission.
- Pursue fundraising and outreach opportunities.
- Govern Board of Directors, officers, and committees.
- Support and evaluate Executive Director.
- Formulate, oversee, and review policies and procedures.
- Manage finances, including adoption and oversight of annual budget.
- Review reports submitted to the Board.
- Promote OFFCenter to community, personal, and professional networks.
- Support OFFCenter with time, financial resources, and skills commensurate with abilities.

Board members, acting in the best interest of OFFCenter, share these responsibilities. Members are expected to make recommendations based on their expertise and experience.

Length of Term

Two years, which may be renewed up to a maximum of three consecutive terms, pending board approval.

Meetings and Time Commitment

- Attendance required at monthly board meetings—fourth Tuesday of each month; 6:00 p.m. to 8:30 p.m. at 808 Park Ave. SW, Albuquerque.
- Board members serve on at least one committee per year.
- Committees of the board meet approximately four-six times per year as needed.
- Board members participate as active volunteers for two special events per year.